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ABSTRACT

This document presents rules and policies governing and detailing facility design, construction, and funding for Arizona public schools. The document's six articles cover definitions, regulations on minimum school facility guidelines, square footage calculations, the process for deficiency corrections, new school and land funding, and allocation and use of contingency funds. Specific areas of a school facility discussed include the school site; classroom; libraries and media centers; cafeterias, auditoriums and multipurpose rooms; spaces for science, arts, and vocational and physical education; parent work space; and administrative space. The report also places some emphasis on fixtures and equipment, technology integration, communications, and materials and finishes. (GR)

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STATE OF ARIZONA
SCHOOL FACILITIES BOARD

Governor of Arizona
Jane Dee Hull

Executive Director
Dr. Philip E. Geiger

TITLE 7. EDUCATION
CHAPTER 6. SCHOOL FACILITIES BOARD RULES

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Article 1. DEFINITIONS

R7-6-101. Definitions
In this chapter, unless otherwise specified, the following terms mean:

1."Ambient CO2 Level" means the carbon dioxide level of the outside air.

2."All weather surface" means a vehicular use and/or parking area that shall be surfaced with one of the following: asphalt, concrete, chip seal, graded and compacted gravel, or other stabilized system.

3."Area" means exterior covered or uncovered portion of a school site.

4."Board" means the School Facilities Board.

5."Decibel" means a unit in which various acoustical hearing level quantities are expressed.

6."Eligible students" means eligible students as defined in A.R.S. 15-901(A)(9).

7."Equipment" means a specified item not affixed to the real property of a school facility.

8. "Executive Director" means Executive Director of the School Facilities Board as set forth in A.R.S. 15-2002 (C).

9."Exterior envelope" means the exterior walls, floor, and roof of a building.

10."Fixture" means a specified item that is affixed to the real property of a school facility.

11."Footcandle" means the direct light thrown, on a square foot of surface, by a candle 7/8 inch in diameter burning at 7.776 grams per hour.

12."FTE" means full-time equivalent.

13."General Classroom" means a classroom space that is or can be appropriately configured for instruction in at least the areas of language arts, mathematics, and social studies.

14."HVAC" means heating, ventilation, and air conditioning system. This does not necessarily mean a refrigerated air conditioning system.

15."Normal Conditions" means occupancy during regular school hours while the building system is operating.

16."PPM" means parts per million.

17."Pupil" means student.

18."Pupil transportation vehicle" means a bus used to transport eligible students between their residence and a school facility for the academic day or a vehicle used to transport eligible disabled students between their residence and a school facility for the academic day.

19."Random" means arbitrary selection through a process of assigning numbers to each classroom in each building to be assessed.

20."School facility" means a building or group of buildings and outdoor area that are administered together to comprise a school campus.

21."School site" means 1 or more parcels of land where a school facility is located. More than 1 school facility may be located on a school site.

22."Space" means square footage located within the interior of a building.

23."Specialty classroom" means a classroom space that is or can be appropriately configured for instruction in a specific subject such as science, physical education, or art.

24."Student body" means the number of students at a school facility.

25."Student" means the number of students in average daily membership. Average daily membership is defined as the attending average enrollment of fractional students and full time students, minus withdrawals, of each school day through the first 100 days in session, not adjusted for average daily attendance.

26."Transportation capacity" means the number of passenger seats, according to manufacturer specifications, available on all of the pupil transportation vehicles owned by the school district, multiplied by 2.

Article 2. MINIMUM SCHOOL FACILITY GUIDELINES

GENERAL PROVISIONS

R7-6-201. Application

The provisions of this Article are applicable to a school facility and equipment that are necessary to meet the minimum school facility guidelines established in this Article or to meet

the gross square footage standards prescribed by law.

SCHOOL SITE

R7-6-205. School Site

A. A school site shall have safe access, parking, drainage, security, and area to accommodate A school facility that complies with the minimum gross square footage requirements established in A.R.S. 15-2011, for the number of students at the school facility and that comply with these guidelines.

B. "Safe access" means a student drop off area or pedestrian pathway that allows students to enter the school facility without crossing vehicular traffic or by using a designated crosswalk. Any student drop off area that is used by a bus must be configured to accommodate bus width and turning requirements.

C. "Parking" means a maintainable all weather surfaced area that is large enough to accommodate 1 parking space per staff FTE and 1 visitor parking space per 100 students. If this definition is not met, the sufficiency of the parking at the site is subject to review by the Board using the following criteria:

1. Availability of street parking around the school;
2. Availability of any nearby parking lots;
3. Availability of public transit;
4. Number of staff that drive to work on a daily basis; and
5. The average number of visitors on a daily basis.

D. "Drainage" means that a school site is configured such that runoff does not undermine the structural integrity of the school buildings located on the site or create flooding, ponding, or erosion resulting in a threat to health, safety, or welfare.

E. "Security" means a fenced or walled play/physical education area for students in programs for preschool children with disabilities and kindergarten and students in grades 1 through 6. This definition is met if the entire school is fenced or walled. If this

definition is not met, the sufficiency of security at the site is subject to review by the Board using the following criteria:

1. Amount of vehicular traffic near the school site;
2. Existence of hazardous or natural barriers on or near the school site;
3. The amount of animal nuisance near the school site; and
4. Visibility of the play/physical education area.

CLASSROOM

R7-6-210. Academic Classroom Space

A. A school district shall have school facilities with cumulative classroom square footage of 32 square feet for each student in programs for preschool children with disabilities, kindergarten programs and grades 1 through 3 in the district.

B. A school district shall have school facilities with cumulative classroom square footage of 28 square feet for each student in grades 4 through 6 in the district.

C. A school district shall have school facilities with cumulative classroom square footage of 26 square feet for each student in grades 7 and 8 in the district.

D. A school district shall have school facilities with cumulative classroom square footage of 25 square feet for each student in grades 9 through 12 in the district.

E. For purposes of measuring cumulative classroom square footage for programs for preschool children with disabilities, kindergarten programs and grades 1 through 6, classroom spaces are those occupied throughout the school day by the same students, or useable for general classroom purposes.

F. For purposes of measuring cumulative classroom square footage for grades 7 and 8, classroom spaces are 90% of the square footage of those rooms useable for general and specialty classroom purposes.

G. For purposes of measuring cumulative classroom square footage for grades 9 through 12, classroom spaces are 85% of the square footage of those rooms useable for general

and specialty classroom purposes.

H. Classroom space is measured from interior wall to interior wall.

I. The amount of classroom space per student specified in this Article accounts for required teaching space.

J. The square footage of a general classroom is not counted as specialty classroom square footage.

K. The square footage of a specialty classroom is not counted as general classroom square footage.

R7-6-211. Classroom Fixtures and Equipment

A. Each general and specialty classroom shall contain a work surface and seat for each student in the classroom. The work surface and seat shall be appropriate for the normal activity of the class conducted in the room.

1. A work surface and seat are adequate if the items are:

a. safe; and

b. maintainable.

B. Each general and specialty classroom shall have an erasable surface and a surface suitable for projection purposes, appropriate for group classroom instruction and a display surface. A single surface may meet 1 or more of these purposes.

1. An erasable surface and a surface suitable for projection purposes, appropriate for group classroom instruction must be at least 3 feet by 5 feet.

C. Each general and specialty classroom shall have storage for classroom materials or access to conveniently located storage.

D. Each general and specialty classroom shall have a work surface and seat for the teacher and for the aid assigned to the classroom and secure storage for student records, that is located in the classroom or is convenient to access from the classroom.

R7-6-212. Classroom Lighting

A. Each general, science, and art classroom shall have a light system capable of maintaining at least 50 footcandles of light.

B. The light level shall be measured at a work surface located in the approximate center of the classroom, between clean light fixtures under normal operating conditions.

C. A random sample of 10% of the general, science, and art classrooms in each building shall be measured to determine the classroom light level for the school facility.

D. For purposes of this section, all portable or modular buildings located at a school facility that were manufactured in the same year and installed at the school facility at the same time are considered a single building.

R7-6-213. Classroom Temperature

A. Each general, science, and art classroom shall have a HVAC system capable of maintaining a temperature between 68 and 82 Fahrenheit under normal conditions with an occupied classroom.

B. Except in areas where the elevation is above 5,000 feet, defective or non-operable A/C and evaporative coolers shall be replaced with A/C. Non-air conditioned schools with elevations less than 5,000 feet shall be air-conditioned.

C. The temperature shall be measured at a work surface in the approximate center of the classroom, under normal conditions.

D. A random sample of 10% of the general, science, and art classrooms in each building shall be measured to determine the classroom temperature level for the school facility.

E. For purposes of this section, all portable or modular buildings located at a school facility that were manufactured in the same year and installed at the school facility at the same time are considered a single building.

R7-6-214. Classroom Acoustics

A. Each general, science, and art classroom shall be maintainable at a sustained

background sound level of less than 55 decibels.

B. The sound level shall be measured at a work surface in the approximate center of the classroom, under normal conditions.

C. A random sample of 10% of the general, science, and art classrooms in each building shall be measured to determine the classroom sound level for the school facility.

D. For purposes of this section, all portable or modular buildings located at a school facility that were manufactured in the same year and installed at the school facility at the same time are considered a single building.

R7-6-215. Classroom Air Quality

A. Each general, science, and art classroom shall have a HVAC system capable of maintaining a CO2 level of not more than 800 PPM above the ambient CO2 level.

B. The air quality shall be measured at a work surface in the approximate center of the classroom, under normal conditions.

C. A random sample of 10% of the general, science, and art classrooms in each building shall be measured to determine the classroom air quality level for the school facility.

D. For purposes of this section, all portable or modular buildings located at a school facility that were manufactured in the same year and installed at the school facility at the same time are considered a single building.

R7-6-216. Education Classroom Facilities for Disabled Students

A school facility shall have space or access to space capable of being used for the education programs of disabled students attending the school facility.

LIBRARIES AND MEDIA CENTERS

R7-6-220. Libraries and Media Centers/Research Area

A. A school facility shall have space for students to access research materials, literature,

non-text reading materials, and reading books and technology, to permit students to achieve state academic standards as prescribed by the State Board of Education. This shall include space for reading, listening, and viewing materials.

B. For an elementary school facility that serves at least 150 students, this space shall be the greater of 1000 square feet or the square footage equal to 20 square feet per student for 10% of the student body.

C. For a middle or junior high or high school facility that serves at least 150 students, this space shall be the greater of 1200 square feet or the square footage equal to 20 square feet per student for 10% of the student body.

D. A school facility that serves at least 150 students shall have library fixtures and equipment in accordance with R7-6-221 as modified from time to time.

E. A school facility shall have library materials in accordance with R7-6-221 as modified from time to time.

R7-6-221. Equipment for Libraries and Media Centers/Research Area

A. The standard equipment list for libraries and media centers/research areas is as follows:

1. One linear foot of library book shelves per student;
2. For a school of 150 or more students, 1 work surface for every 20 students, minimum of 15, maximum of 75;
3. For a school of 150 or more students, 1 seat for every 20 students, minimum of 15, maximum of 75;
4. One TV/VCR;
5. One overhead projector;
6. Ten books per student;
7. One almanac (may be electronic or hard copy);
8. One encyclopedia set per 200 students (may be electronic or hard copy);
9. One atlas (may be electronic or hard copy); and

10. One unabridged dictionary (may be electronic or hard copy).

B. Each almanac, encyclopedia and atlas shall have a publication date of 2000 or later.

CAFETERIAS

R7-6-225. Cafeterias

A school facility shall have a covered area or space, or combination, to permit students to eat within the school site, outside of general classrooms. This space may have more than 1 function and may fulfill more than 1 guideline requirement (auditorium and/or indoor physical education).

R7-6-226. Food Service

A. A school facility shall have space and fixtures and equipment, in accordance with the standard equipment list in R7-6-227 as modified from time to time, for the preparation, receipt, storage, and service of food to students that is accessible to the serving area. The space, fixtures, and equipment shall be appropriate for the food service program of the school facility. Food service fixtures and equipment are subject to assessment under R7-6-265 A. 1 and 2.

B. Food service facilities and equipment shall comply with county health codes.

R7-6-227. Equipment List for Food Service

A. A school facility shall have the following fixtures and equipment for the preparation, receipt, storage and service of food to students:

1. One 3 compartment sink.
2. One double stack convection oven for a cooking kitchen or a warming oven.
3. One dishwasher if reusable dishes and silverware are used.
4. One hot food holding appliance.
5. One range with hood.

6. One refrigerator.

7. One freezer.

8. One milk refrigerator.

B. The items in paragraph A of this section may be substituted for a reasonable alternative.

AUDITORIUMS, MULTIPURPOSE ROOMS, OR OTHER MULTIUSE SPACE

R7-6-230. Auditoriums, Multipurpose Rooms, or Other Multiuse Space

A school facility shall have a space capable of being used for student assembly sufficient to accommodate 1/3 of the student body, which shall be the same size or larger than an average classroom at the facility. The space must be equal to at least 7 square feet multiplied by 1/3 of the student body. This space may have more than 1 function and may fulfill more than 1 guideline requirement (cafeteria and/or indoor physical education).

TECHNOLOGY

R7-6-235. Technology

A. Each classroom at a school facility shall have Internet access, at least through a network modem. Each school must have available either on a school basis or on a district-wide basis a firewall and filtering software. Each school facility shall have at least 1 network multimedia computer, available for student use, for every 8 students, on a school wide network. Computer equipment is subject to assessment under R7-6-265 A. 1 and 2.

B. A multimedia computer is defined as a computer that has sound, CD ROM, a keyboard, a monitor, and a pointing device.

C. Until June 30, 2005, each district shall make available an application service provider, coupled with an adequate variety of instructional software available to students.

TRANSPORTATION

R7-6-240. Transportation

A. Pupil transportation vehicles manufactured prior to 1978 shall be replaced if the eligible students transported exceeds the student transportation capacity of the district, excluding the vehicle eligible for replacement.

B. Diesel powered pupil transportation vehicles with more than 400,000 miles and gasoline powered pupil transportation vehicles with more than 200,000 miles shall be replaced if the eligible students transported exceeds the student transportation capacity of the district,

excluding the vehicle eligible for replacement.

C. Diesel powered pupil transportation vehicles with more than 266,800 miles and gasoline powered pupil transportation vehicles with more than 133,400 miles shall be replaced if at least ½ of the miles accumulated on the vehicle were driven on unpaved roads and if the eligible students transported exceeds the student transportation capacity of the district, excluding the vehicle eligible for replacement.

SCIENCE, ARTS, VOCATIONAL EDUCATION, AND PHYSICAL EDUCATION

R7-6-245. Science Facilities

A. A school facility with students in grades 5 through 12 shall have classroom space to deliver practical science instruction, or classroom space for an alternate science delivery method.

1. For grades 5 through 8 no space is required beyond the academic classroom requirement. For grades 9 through 12, 4 square feet per student of practical and instructional science space is required. The space shall not be smaller than the average classroom at the facility. This space is included in the academic classroom requirement and may be used for other instruction.

B. A school facility with students in grades 5 through 12 that delivers practical science instruction shall have science fixtures and equipment, in accordance with R7-6-246 as modified from time to time. If an alternate science delivery method is used by a district, a

school facility shall have science fixtures and equipment for students in grades 5 through 12 that are an alternate equivalent to the science fixtures and equipment identified in R7-6-246.

R7-6-246. Equipment List for Science Facilities

A. Science facilities for students in grades 9 through 12 shall have the following fixtures and equipment:

1. One demonstration table with non-corrosive surface per 250 students.
2. Six laboratory stations with a non-corrosive surface per 250 students.
3. One fume hood.
4. One chemical storage unit per 1,000 students.
5. One eye wash/shower per 250 students.
6. One dissecting microscope per 25 students, minimum of the lesser of 12 or ½ of the number of eligible students.
7. One refrigerator.

B. Science facilities for students in grades 5 through 12 shall have the following fixtures and equipment:

1. One sink per 250 students.
2. One compound microscope per 25 students, minimum of the lesser of 12 or ½ of the number of eligible students.
3. One balance per 250 students.

R7-6-247. Arts Facilities

A. A school facility with students in grades 7 through 12 shall have space to deliver art education programs including visual, music, and performing arts programs or have access to an alternate delivery method.

B. For grades 7 through 12, four square feet per student of art and/or vocational education space is required. The space shall not be smaller than the average classroom at the facility. This space is included in the academic classroom requirement and may be used for other instruction.

R7-6-248. Vocational Education Facilities

A. A school facility with students in grades 7 through 12 shall have space to deliver vocational education programs or have access to an alternate delivery method.

B. For grades 7 through 12, four square feet per student of art and/or vocational education space is required. The space shall not be smaller than the average classroom at the facility. This space is included in the academic classroom requirement and may be used for other instruction.

R7-6-249. Physical Education and Comprehensive Health Program Facilities

A. A school facility shall have area and space and fixtures, in accordance with R7-6-250 as modified from time to time, for physical education activity and space for a comprehensive health program established in compliance with the academic standards prescribed by the State Board of Education.

B. For schools designed for 20-50 students, the indoor space available for physical education must be one single space of at least 1,600 square feet. For schools designed for 50 to 125 students, the indoor space available for physical education must be one single space of at least 2,600 square feet. For schools designed for more than 125 students, the total indoor space available for physical education must be at least 5,100 square feet and one single space that is at least 2,600 square feet must be available. This space may have more than 1 function and may fulfill more than 1 guideline requirement (cafeteria and/or auditorium). The comprehensive health space is the indoor space available for physical education.

R7-6-250. Equipment List for Physical Education

A. A school facility shall have the following equipment and fixtures for physical education:

1. Exterior to the building, one basketball court size surface area and 2 goals per 300 students, 4 court maximum.

2. Exterior to the building, one baseball/softball backstop.

B. Concrete shall be used when installing basketball courts.

R7-6-251. Alternate Delivery Method

If an alternate delivery method is used by the district to deliver instruction in art, science, or vocational education, the alternate method must be approved by the school district governing board and be capable of meeting the requirements established in the academic standards prescribed by the State Board of Education for the specific subject area.

OTHER SCHOOL FACILITY AREAS AND EQUIPMENT

R7-6-255. Parent Work Space

A. If parents are invited to assist with school activities, a school facility shall include a work space capable of being used by parents.

B. One square foot per student, with a minimum of 150 square feet and a maximum of 800 square feet, is required. The maximum may be exceeded. The space may be divided into more than 1 room. This space may have more than 1 function.

R7-6-256. 2-Way Internal Communication System

A school facility shall have a network and 2-way internal communication system between a central location and each classroom, library, physical education space, and the cafeteria.

R7-6-257. Fire Alarm

A school facility shall have a fire alarm system as required by the state Fire Marshal.

R7-6-258. Administrative Space

A. A school facility shall have space for the use of the administration of the school. For the school administrator, 150 designated square feet is required. For general administrative purposes and additional 1.5 square feet per student is required, with a minimum of 150 square feet and a maximum of 2,500 square feet. The maximum may be exceeded.

B. A school facility shall have space to isolate a sick student from the other students. This space shall be a designated space that is accessible to a restroom, large enough to accommodate 1 cot per 200 students, with a maximum of 4 cots. The maximum may be exceeded.

C. A school facility shall have work space available to the faculty. This space is in addition to any work area available to a teacher, in or near a classroom. One square foot per student with a maximum of 150 square feet and a maximum of 800 square feet is required. The maximum may be exceeded. The space may be divided into more than 1 room. This space may have more than one function.

COMPLIANCE WITH LAWS AND BUILDING CODES

R7-6-260. Laws and Building Codes

A. To the extent required by law, school buildings shall be in compliance with federal, state and local building and fire codes and laws that are applicable to the particular building. Existing school buildings are not required to comply with current requirements for new buildings unless this compliance is specifically mandated by law or by the building or fire code of the jurisdiction where the building is located.

B. At a minimum, the 1997 Uniform Building Code (UBC) is required to be met for new school facility construction and, as required, for building renovations in existing schools.

R7-6-261. Energy Saving Measures

New school facility construction and, as required, building renovations in existing schools, shall include, where reasonable, energy conservation upgrades that will provide dollar savings in excess of the cost of the upgrade within eight-years of the installation.

BUILDING SYSTEMS

R7-6-265. Building Systems

A. Building systems in a school facility must be in working order and capable of being properly maintained. A building system shall be considered to be in "working order and capable of being maintained," if all of the following:

1. The system is capable of being operated as intended and maintained.
2. Newly manufactured or refurbished replacement parts are available.
3. The remaining life expectancy of the system, at the time of the initial statewide assessment, is at least 3 years.
4. The system is capable of supporting the gross square footage standard and minimum school facility guidelines established in this Article.
5. Components of the system present no imminent danger of personal injury.

B. Building systems include, as required by law, roof, plumbing, telephone, electrical, and heating and cooling systems as well as fire alarm, 2-way internal communication, computer cabling, and existing security systems.

BUILDING SOUNDNESS

R7-6-270. Building Structural Soundness

A school facility must be structurally sound. A school facility shall be considered structurally sound if the building presents no imminent danger or major visible signs of decay or distress, and the remaining life expectancy of the building structure appears to be at least a minimum of 3 years.

R7-6-271. Exterior Envelope, Interior Surfaces and Interior Finishes

The exterior envelope, interior surfaces, and interior finishes at school facilities must be safe and capable of being maintained.

A. An exterior envelope is safe and capable of being maintained if:

1. Walls and roof are weather tight under normal conditions with routine upkeep;
2. Doors and windows are weather tight under normal conditions with routine upkeep; and
3. The building structural systems support the loads imposed on them.

B. An interior surface is safe and capable of being maintained if it is:

1. Structurally sound;
2. Capable of supporting a finish; and
3. Capable of continuing in its intended use with normal maintenance and repair for at least 3 years after the initial statewide assessment.

C. An interior finish is safe and capable of being maintained if it is:

1. Free of exposed lead paint;
2. Free of friable asbestos; and
3. Capable of continuing in its intended use, with normal maintenance and repair, for at least 3 years after the initial statewide assessment.

MINIMUM GROSS SQUARE FOOTAGE

R7-6-275. Minimum Gross Square Footage

Each school district shall have sufficient school facilities, which comply with minimum school facility guidelines established in this Article, to meet the per pupil minimum adequate gross square footage requirements for such district as determined by law, for such district based on number and grade distribution of the students served by the district.

R7-6-276. Assessment of Minimum Gross Square Footage

A. Computation of the gross square footage of a school facility may be by physical measure or by calculation based on architectural plan documents.

B. The gross square footage of a school facility equals all space within the facility excluding space used for district administrative purposes.

C. The gross square footage of a district shall equal the sum of the gross square footage of each school facility in the district.

D. The minimum gross square footage of a district equals the sum of the products of the students in each grade or program for preschool children with disabilities or kindergarten program multiplied by the minimum adequate gross square footage requirements per pupil, applicable to the district for such grade or program.

E. For the purpose of assessment of minimum gross square footage, the number of children in all grades and kindergarten shall be evenly distributed across all grades and kindergarten served by the district.

CRITICAL HEALTH OR SAFETY ISSUES

R7-6-280. Notice of Interim Health or Safety Issues During Assessment Period

Until the completion of the initial statewide assessment of school facilities in accordance with the minimum school facility guidelines established in this Article, a school district may notify the Board of any ongoing critical health or safety issue at a school site that prevents a student from achieving academic standards. Correction of a critical health and safety issue is subject to Board review and action.

EXCEPTIONS

R7-6-285. Guidelines Exception

The Board may grant an exception from any of the guidelines requirements, upon agreement between the Board and the school district. The Board shall grant an exception if it determines that the intent of the guideline is capable of being met by the school district in an alternate

manner. If the Board grants the exception, the school district shall be deemed to meet the guideline and is not eligible for state funding to meet the guideline.

Article 3. SQUARE FOOTAGE CALCULATIONS

R7-6-301. Square Footage Calculations

A. A school district may use Class A bonds to supplement any project funded by the School Facilities Board pursuant to A.R.S. §15-2021 or A.R.S. §15-2041. Pursuant to A.R.S. §15-2002(H), when a school district adds square footage to the district through the construction of a new school using Class A bonds, the School Facilities Board shall not provide funding to supplement the new school construction.

B. When a school district adds square footage to the district through the construction of a new school using either Class B bonds, or unrestricted capital outlay monies, the School Facilities Board shall not include the square footage of the new school in the gross square footage of the school district for purposes of calculating building renewal distributions pursuant to A.R.S. § 15-2031 and for determining needs for additional square footage pursuant to A.R.S. § 15-2011 and A.R.S. § 15-2041.

C. When a school district adds square footage to the district through the construction of a new school using Class A bonds, the School Facilities Board shall include the square footage of the new school in the gross square footage of the school district for purposes of calculating building renewal distributions pursuant to A.R.S. § 15-2031 and for determining needs for additional square footage pursuant to A.R.S. § 15-2011 and A.R.S. § 15-2041.

D. A school district that uses Class B bonds and/or unrestricted capital outlay monies to add or replace square footage at existing schools shall have the additional square footage or replacement square footage treated as follows:

1. A school district that adds square footage to an existing school with the use of

Class B bonds or unrestricted capital outlay monies shall not have the additional square footage included in the determination of minimum adequate square footage pursuant to A.R.S. §15-2011(C), but the School Facilities Board shall consider the additional square footage for purposes of determining adequacy of the functional components of the school as specified in the Minimum School Facilities Guidelines set forth in R7-6-201 through R7-6-285.

2. A school district that both removes and adds square footage with the use of Class B bonds or unrestricted capital outlay monies shall not have the net additional square footage included in the determination of minimum adequate square footage pursuant to A.R.S. §15-2011(C), but the School Facilities Board shall consider the net additional square footage for purposes of determining adequacy of the functional components of the school as specified in the Minimum School Facilities Guidelines set forth in R7-6-201 through R7-6-285.

3. For purposes of calculating building renewal pursuant to A.R.S. §15-2031, replacement square footage constructed with Class B bonds or unrestricted capital outlay monies shall be included, but net additional square footage shall be excluded.

4. If square footage is replaced at an existing school with the use of Class B bonds or unrestricted capital outlay monies, the student capacity of the facility after completion of the project will be determined in the same manner as it would have been determined prior to the addition. If Class B bonds or unrestricted capital outlay monies are used to construct a complete replacement school, the student capacity of the facility once the project is completed will be based on the provisions of A.R.S. §15-2011(C).

5. For purposes of this section, replacement square footage is defined as square footage constructed with Class B bonds or unrestricted capital outlay monies that replaces existing square footage.

D. If square footage is added to or replaced at an existing school with the use of Class A bonds, the student capacity of the facility after completion of the project will be determined in the same manner as it would have been determined prior to the addition.

E. The method of computing the funding and square footage for any expansion of a core facility previously funded by the School Facilities Board shall follow the same method that was used for computing the original core facility.

R7-6-302. Modification of Square Footage for Geographic Factors

In those school districts where students are transported one hour or more via the most reasonable and direct route or where students reside 45 miles or more from the closest school via the most reasonable and direct route, and where 100 or more students are affected by these conditions within the same region, the School Facilities Board shall provide additional school space to the district to accommodate the educational needs of the affected students. However, the educational space provided may be modified as the Board see fit in making a conscientious effort to meet the Minimum Adequacy Guidelines without requiring extraordinary expenditures of public funds.

Article 4. DEFICIENCY CORRECTIONS

R7-6-401. Deficiencies Corrections Process

A. Each deficiency identified through the facilities assessment shall be reviewed by the Board's staff. Site visits may be conducted by the Board's staff or private consultants hired by the Board. The Board's staff shall prepare a Technical Review Report and Recommendation for each deficiency correction project identified.

B. The Guidelines/Assessment Committee shall make a recommendation to the full Board for either approving or disapproving the identified project. If the Guidelines/Assessment Committee's recommendation is for approval, the recommendation shall include the

Committee's initial cost estimate of the project. At the time the Committee is developing its recommendation, the Technical Review Report and Recommendation shall be available to the Guidelines/Assessment Committee members and the school district. The school district may address the Committee. Guidelines/Assessment Committee recommendations are preliminary. The school district may appeal the Guidelines/Assessment Committee recommendation to the full Board.

C. Guidelines/Assessment Committee recommendations shall be forwarded to the full Board for approval. At the time the Board is making its decision, the Technical Review Report and Recommendation shall be available to the School Facilities Board members and the school district. The school district may address the Board. School districts may appeal the Guidelines/Assessment Committees recommendation to the full Board at this time. Board approval of a project shall include an approved project cost.

D. Upon approval of a project by the Board, the Board's staff shall notify the school district of the action. The school district shall have 60 days from the date of notification to officially accept, in writing, funding for the project(s) approved by the Board or the approval shall expire. Within the same time frame, the school district shall also agree to and sign the Deficiency Corrections Terms and Conditions form provided by the Board.

E. Upon approval of the projects by the Board, the Board's staff shall assign a project manager to assist the School Facilities Board and work with school district on all aspects of project management for the deficiency corrections projects. The project manager shall have dual reporting obligations to both the school district and the School Facilities Board.

F. Upon approval of the projects by the Board, the school district may be provided 5% of the total estimated cost of the district's deficiency corrections projects to fund architectural and/or engineering fees if the Board determines that such services are necessary. The school district shall be responsible for establishing the actual A&E amount. Upon receiving funding for architectural/engineering services, the school

district shall proceed with specifications for the project while working in cooperation with the project manager. The school district shall ensure that all design consultants hired by the district to work on deficiency corrections projects shall cooperate and work in tandem with the School Facilities Board and any private vendors hired by the School Facilities Board to complete the deficiency corrections projects.

G. The school district shall designate a project coordinator within the district to work with the School Facilities Board and the project manager on all deficiency corrections projects for the district.

H. The School Facilities Board shall prepare the specifications and bid documents that are necessary to contract for construction services and materials to complete the deficiency corrections projects. The Board's staff may combine the deficiency corrections projects of two or more school districts for purposes of procuring construction services and materials if the Board's staff determines that combining the projects maximizes the purchasing value of the public monies of the State of Arizona.

I. Upon review of the submitted schematic design, cost estimates and preliminary bid package, the Executive Director may approve the preliminary cost estimate if the lowest preliminary bid or bid estimate plus contingency does not exceed the Board approved project cost increased by the greater of 1% or $25,000. The Executive Director may make the final determination of project funding based on the lowest bid, without further action by the Guidelines/Assessment Committee provided the project is within the initial Board approved project scope and the initial comments from the local building authority indicate that the district will be able to obtain the necessary approvals from that authority. Prior to authorization to contract, the school district shall be able to document that it has obtained local (city, county or equivalent) building department approval. The Guidelines/Assessment Committee shall consider those projects that are outside the original scope and/or Board approved project cost, and the Guidelines/Assessment Committee may make an appropriate recommendation to the full Board.

Guidelines/Assessment Committee decisions may be appealed to the full Board.

J. The Guidelines/Assessment Committee shall approve a school district to expand the original scope of the project provided the school district pays for the expansion using local funds and the portion of the project funded by the School Facilities Board does not exceed the Board approved project cost.

K. The School Facilities Board shall procure and contract for the construction services and materials necessary to complete the deficiency corrections projects unless the Board authorizes the school district to directly procure and contract for such services.

L. If appropriate, a contingency amount shall be included in the project cost estimates and the final determination of project funding. If the project is for renovation of a structure or system replacement the contingency amount is generally 10 percent of the base cost of the project. If the project is for new construction, the contingency amount is generally 5 percent of the base cost of the project. Use of contingency monies is subject to R7-6-601.

M. The title to any real property constructed or improved with Deficiency Correction Fund monies shall remain with the school district.

N. The Board may modify or waive the requirements of this section for good cause.

Article 5. NEW SCHOOL AND LAND FUNDING

R7-6-501. Capital Plans

If a school district's capital plan, developed pursuant to A.R.S. §15-2041, indicates a need for a new school or an addition to an existing school within the next four years or a need for land within the next ten years, the school district shall complete the capital plan packet issued by the School Facilities Board and return the packet to the Board by the announced deadline.

R7-6-502. Funding for New Schools or Additional Square Footage

A. The data submitted by each school district requesting additional square footage under the capital plan shall be reviewed by staff to determine student capacity. Additionally, staff shall review and verify district student population projections and the existing square footage in the district. The staff shall prepare a New Construction Analysis for the district.

B. The Projects Committee shall make a recommendation to the full School Facilities Board regarding the number of square feet and students to be funded for the district, the appropriate cost per square foot and the total budget. At the time the Project's Committee is developing its recommendation, the New Construction Analysis will be available to the Projects Committee members and the applicant school district. The school district may appeal the Projects Committee recommendation to the full Board.

C. Projects Committee recommendations shall be forwarded to the full Board for approval. At the time the Board is making its decision, the New Construction Analysis shall be available to the Board members and the school district. The school district may address the full Board at this time.

D. A school district that is approved for additional square footage shall have 60 days from the date of notification to officially accept, in writing, funding for the square footage approved by the Board or the approval shall expire. After a school district has accepted a project in writing and has signed the Terms and Conditions for New School Funding, the Board shall provide five percent of the monies approved for architectural and engineering fees for projects of $500,000 or more. The individual school district shall be responsible for establishing the actual A&E amount.

E. A school district that receives approval for additional square footage from the full Board shall proceed with the design development plan and specifications for the project. Two copies of the proposed educational goals or specifications and schematic design, with budget estimates are required to be submitted to the Board's staff. The items required to be included in the estimated budget are all elements of new construction, excluding

land acquisition. These elements include, but are not limited to (1) architectural and engineering fees; (2) survey, testing, permits, advertising and printing; (3) construction costs; (4) furniture, fixtures and equipment; (5) any necessary project management and (6) a five percent contingency amount. After Board staff review, the school district shall proceed with a preliminary bid package.

F. If the school district includes reasonable upgrades to the new construction project for energy conservation purposes, the Board shall provide funding upgrades above the formula based award to cover the full amount of the upgrade. Upgrades will only be funded if the upgrade receives pre-approval by the Board staff and the school district architect or engineer certifies that the upgrade will provide dollar savings in excess of the cost of the upgrade within an eight-year period.

G. Upon review of the submitted schematic design, budget estimates and preliminary bid package, the Board's staff shall make a recommendation to the Project's Committee regarding the appropriateness of the school district to proceed with the additional square footage and the efficiency and effectiveness of the plan. The staff recommendation shall be based on whether the project is within the original scope and Board approved budget (including square footage and number of students), the project meets the building adequacy standards, initial comments from the local building authority and whether revised student population projections continue to justify the additional square footage. If the projects Committee approves the project, the school district shall be authorized to proceed with the final bid package. Prior to authorization to contract the school district shall document that it has obtained local (city, county or equivalent) building department approval. Projects Committee decisions may be appealed to the full Board. For projects outside of the original scope and /or Board approved budget or that do not meet the minimum adequacy guidelines, the Projects Committee may instruct the school district to resubmit the project. The Projects Committee may make an alternative recommendation to the full Board. Local funds may be used by the school district in conjunction with the

Board approved funding.

H. Upon receipt of bids by the school district, the Projects Committee shall authorize the district to proceed with the contract if the school district has documented that it has obtained local (city, county or equivalent) building department approval, and the bid is within the original scope and Board approved budget, and meets the building adequacy standards. The Projects committee may make an alternative recommendation to the full Board.

I. The Board-approved funding for additional square footage shall be available to the school district for one year from the date of notification. The bid process shall be completed within the one-year period. The Board shall consider requests for an extension beyond the one year and may grant an extension for good reason.

J. The Board may modify or waive the requirements of this section for good cause.

R7-6-503. Funding for Land

A. The School Facilities Board follows a three-step approval process for the funding of land that is classified as Step One - Justification of Need for Land; Step Two - Request to Purchase a Specific Site; and Step Three - Due Diligence. The executive director may deviate from the three-step approval process to meet other circumstances as they arise, such as purchasing state-owned land and condemnation and bring such recommendations to the full Board.

B. Step One is the initial request for land for new construction. A school district that currently owns land shall demonstrate that the district-owned property is not suitable for the needed new school in order for the school district to receive funding for the acquisition of land.

C. Step Two includes the following:

1. The school district shall provide a map of the district showing current schools and the projected student population, grade levels served and attendance boundaries

in various locations in the district, which supports the location of the new school at the requested site. The school district shall also provide a listing of vacant parcels currently owned by the school district (including the size of each parcel and its location), describe the site selection process, explain why the site requested was chosen over alternative sites, and summarize any joint use provisions or other intergovernmental agreements related to the site. The school district shall also provide a legal description of the desired site, the size of the site and an estimate of the cost of the site. The school district may provide information on more than one site.

2. The Projects Committee shall review and recommend to the Board the site size for each district. The range of acreage table approved by the Board is provided to allow school districts some leeway in site selection. The school district shall provide special justification if the site size is not within the range shown on the range of acreage table. Allowances shall not be granted for additional acreage for limited use activities that are only remotely related to the teaching and learning enterprise. Limited use activities would include, but not be limited to, athletic fields that are only used for interscholastic competition rather than daily activities, and non-school related community functions. The site size will be based on the eventual size of the school, if expansion is planned. The school district may request a larger or smaller site if conditions require. The school district may purchase additional acres with local funds. School districts should give careful consideration to joint-use sites such as those which adjoin community parks and play grounds. The ranges indicated are not intended to dictate a minimum acreage if a joint-use agreement provides the school with access to adjoining public space.

3. If a school district needs monies to verify, gather and submit the information required in Step Three, the school district shall submit a cost estimate to the

Projects Committee. The Projects Committee shall make a recommendation to the full Board and the full Board shall approve or disapprove the request for monies. Rather than allocating monies to a school district to verify, gather and submit information required in Step Three, the Projects Committee and Board may approve the staff of the School Facilities Board to contract directly for such services, in which case the contractors will be paid directly by the Board.

D. If the school district receives approval to proceed to Step Three, the following information about the site shall be acquired:

1. An appraisal of the land that documents that the proposed cost is at or below the fair market value.
2. Legal description of the land.
3. Level one environmental assessment, plus the following factors (if not included):
   a. Hazardous materials
   b. Archaeology
   c. Endangered flora and fauna
   d. Noise
   e. Soil Conditions
   f. Adjacent land owners and/or uses
4. Boundary and Topographical Survey
5. Drainage statement
6. Site development cost
7. Photographic survey (if required by planning and zoning departments)
8. Feasibility site diagram - conceptual study by a design professional illustrating proposed development of the site (based on the eventual size of the school, if there are plans for expansion), indicating:
   a. Property lines and measurements
   b. Setbacks, right-of-ways, and easements

c. Vehicular access and parking

d. Pedestrian and bicycle access

e. Building zone

f. Drainage concept

g. Utility routes or systems

h. Activity fields and courts

i. Limit-lines and calculation of useable area

j. Existing features to be demolished or preserved

k. Future expansion capability

Final distribution of monies to purchase the site may be made by the Projects Committee if Step Three reveals no serious problem with the site. No further action by the Board is required. If the actual cost of the site does not exceed the Board approved amount the Executive Director may make the final determination of site funding without further action by the Projects Committee. If monies were distributed to the school district to verify, gather and submit the information required based on a cost estimate, an adjustment for the actual cost shall be made at the time of the final distribution. The school district shall provide documentation to the Projects Committee of the actual expenditures from the monies provided and the actual closing costs within 60 days of the final distribution. The Projects Committee may approve actual expenditures that exceed the monies provided by up to ten per cent. Expenditures exceeding this amount require approval by the Board. If the site is rejected as a result of information gathered in Step Three, the school district may repeat Steps Two and Three with a new site.

E. The Board may modify or waive the requirements of this section for good cause.

R7-6-504. Donations of Real Property

A. A school district seeking to acquire real property by donation pursuant to A.R.S. §15-2041 shall complete the school site and school facility donation information requirements form and submit the form to the School Facilities Board. The information requested on

the form for land shall include, among other items, a district map identifying existing school sites and facilities, student population and the location of the donation. The information requested on the form for a facility shall include, among other items, the size of the facility, grade levels served and location. If all of the information required is not available and if a school district needs monies to verify, gather and submit the information required, it shall submit a cost estimate at the same time it submits the information that is available.

B. If all information is available, the School Facilities Board Staff shall analyze the request to accept the donation and make a recommendation to the Projects Committee. If all information is not available, the School Facilities Board Staff shall analyze the request on the basis of whether the school district should be awarded the funds necessary to complete the information gathering process, and shall make a recommendation to the Projects Committee. At the time the Projects Committee is developing its recommendation, the Staff analysis and recommendation shall be available to the Projects Committee members and the applicant school district. The applicant school district may address the Committee. Projects Committee recommendations are preliminary. The applicant school district may appeal the Projects Committee recommendation to the full Board.

C. Projects Committee recommendations shall be forwarded to the full Board for approval. At the time the Board is making its decision, the Staff analysis and recommendation shall be available to the School Facilities Board members and the applicant school district. The applicant school district may address the Board. Districts may appeal the Projects Committee recommendation to the full Board at this time.

D. If the Board approval is to award funds necessary to complete the information gathering process, the district shall be notified by the Board Staff and upon acceptance may proceed to gather the additional information required. Once the additional information is submitted to the Board, the Staff shall analyze the request to accept the donation and

make a recommendation to the Projects Committee as stated in paragraph B. The Projects Committee recommendation regarding acceptance of the donation is subject to Board approval as stated in paragraph C.

E. If the Board approves the district request to accept the donation, the Board Staff shall notify the district. The distribution of 20 percent of the value of the accepted donation pursuant to A.R.S. §15-2041 shall be awarded to the school district upon notification to the Board that the donation has been accepted by the district. The district shall submit documentation of its governing board action and documentation that the property title has been transferred to the district. Upon receipt of this documentation Board Staff shall be authorized to distribute the approved 20 percent amount.

F. If monies were distributed to the district to verify, gather and submit the information required based on an estimated cost, an adjustment for the actual cost shall be made at the time of the final distribution. The district shall provide documentation to the Projects Committee of the actual expenditures from the monies provided. The Projects Committee may approve actual expenditures that exceed the monies provided by up to ten per cent. Expenditures exceeding this amount shall require approval by the full Board.

G. In determining whether the real property proposed for donation is at an appropriate school site, the School Facilities Board Staff analysis shall be based on the following:

1. Location of the proposed donation of real property.
2. District needs for additional student capacity.
3. District needs for additional land (for site donations only).
4. Useable acres proposed for donation, taking into consideration School Facilities Board adopted useable acreage requirements.
5. The ability of a proposed site donation to accommodate a school facility that meets the minimum adequacy guidelines (for site donations only), or the adequacy of a proposed school facility donation.

6. Estimated site development costs.

7. Age and condition of the real property (for facility donation only).

8. Portion of real property that can be used for academic purposes.

I. If the School Facilities Board Staff recommendation is to authorize the district to accept the donation, the Staff shall prepare a recommended 20 percent distribution amount. The 20 percent distribution recommendation will be based on the fair market value of the real property proposed for donation that is useable for academic purposes.

J. The Board may waive or modify the requirements of this section for good cause.

R7-6-505. Constructing Bond-Funded Schools on Land Funded by the School Facilities Board

A. A school district that acquires land by sale or lease pursuant to A.R.S. § 15-2041 may construct a school facility on that land using Class A bonds. The square footage of the new facility shall be included in the gross square footage of the school district for purposes of determining needs for additional square footage and building renewal distributions.

B. A school district that acquires land by sale or lease pursuant to A.R.S. § 15-2041 may construct a school facility on that land using Class B bonds provided that the school district agrees in writing that when the school district qualifies for a new school funded by the School Facilities Board that the School Facilities Board will not provide funding for the lease or purchase of an additional site for that school. The square footage of the new facility constructed with Class B bond monies shall not be included in the gross square footage of the school district for purposes of determining needs for additional square footage and building renewal distributions.

R7-6-506. Providing Technical Assistance in the Form of Project Management

A. A school district that does not have the experience or resources to successfully oversee a new school construction project may request technical support from the Board

pursuant to A.R.S. § 15-2002(13) in the form of project management services.

B. The Executive Director may approve the project management request. Should the Executive Director deny the request, the school district has the right to appeal the decision to the Guidelines/Assessment Committee.

C. The cost of the project management shall be made a part of the overall cost of the new school, and those funds shall be derived from the total allocation for the project provided by the School Facilities Board. Should the allocation of funds that the district receives pursuant to A.R.S. § 15-2041 satisfy the base cost of the new school plus the cost of the project management, then the Board shall not provide any additional funds for project management services.

D. If the school district's request for project management services is approved, the school district shall agree to reimburse the Board from its allocated funds for the cost of any independent contractors that the Board uses to provide the project management services.

E. The Board may provide the school district with monies to pay for the project management services in addition to the monies the school district receives pursuant to A.R.S. §15-2041 provided:

1. The school district demonstrates that the monies it receives pursuant to A.R.S. § 15-2041 are not sufficient to build a school that meets the building adequacy guidelines and pay the fees for the project management; and
2. The school district demonstrates in writing to the Board's satisfaction that the school district does not have the experience or resources necessary to successfully complete the new school construction project.

Article 6. CONTINGENCY FUNDS

R7-6-601. Allocation and Use of Contingency Monies

A. A sum equal to a percentage of the construction bid shall be set aside as a contingency fund to cover the cost of unknown conditions that could arise during construction. The School Facilities Board shall set aside an amount equal to five percent of the base cost for new construction and ten percent of the base cost for renovation of a structure or system replacement to cover these potential costs. Contingency funds are not part of the construction budget and are to be used only if needed. Contingency funds which are not used shall be returned to the fund from which they were derived.

B. The mechanism that is used to spend contingency funds during construction is a "change order." There are three types of situations that generally require a change order:

1. An unknown condition that was not determined until after construction was started and that requires a change, deletion or addition to the construction contract.
2. The school district has determined to change the scope of work and add to or delete from the contract.
3. A change is required to correct a discrepancy between what the contractor bid and what the architect and owner intended. This type of change order could be determined an "error or omission" on the part of the architect. If so, the owner should pursue the architect's error and omissions insurance to recover the cots of the required change.

Change orders can be additive or subtractive to the construction contract and both should be used. All changes in the scope of the contract and the contract documents should be considered potential change orders. Change order should not be used to correct conditions known prior to or discovered during the bid process. These should be addendum items and made part of the bid.

C. The following conditions apply to the use of all contingency monies allocated to a specific project approved by the School Facilities Board. If the district wishes to issue change orders that do not comply with these rules, the associated costs shall be accounted for separately and not considered part of the approved project. In other words, they would need to be paid out of separate monies and would not be considered part of the approved project, even though they might be included in the same basic contract. These costs would be paid for using local funds.

1. The school district may use contingency monies only to cover change orders that are to correct unknown conditions.
2. Contingency funds may not be used to cover change orders for the other two types of situations discussed in paragraph B above: the district has determined to change the scope of work during construction by adding components, or a change is required to correct a discrepancy created by the architect that could be considered an error or omission by the architect.
3. For deficiency correction projects performed pursuant to A.R.S. §15-2021 only, the Executive Director shall have the discretion to authorize the use of contingency funds for expansion of scope, to accommodate low budget estimates, and for all other project related costs.
4. Contingency monies shall not be used to pay for "bid add alternates." These items are not part of the final approved project.

D. A school district whose deficiency correction projects are combined with the deficiency correction projects of one or more additional school districts pursuant to R7-6-401 shall have the contingency amount included as a percentage of the overall set of projects that have been grouped together for such purposes. The Executive Director shall have the discretion to use, transfer, and/or combine the contingency amounts for any projects within such a group to any other project within the group of projects. The Executive Director's adjustment authority pursuant to R7-6-401 shall be considered as a

percentage or sum of the overall group of projects.

E. The Board may modify or waive the requirements of this section for good cause.